

3 August 1951

TO : Chief, Real Estate and Construction Division
Chief, Reproduction Division
Chief, Transportation Division
Chief, Building Maintenance and Utilities Division
Chief, Records, Management and Distribution Branch
Acting Chief, Machine Records Branch

FROM : Chief, Administrative Services

SUBJECT: Designation of Acting Chief, Administrative Services

STAT 1. Effective 4 August 1951 and during the period of my absence, Mr. [] is hereby designated Acting Chief, Administrative Services.

STAT 2. All correspondence and other documents, normally prepared for the signature of the undersigned, will be prepared for the signature of Mr. [] as Acting Chief, Administrative Services. Likewise, all actions requiring the approval of the Chief, Administrative Services will be submitted for approval by the Acting Chief, Administrative Services.

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